

**SECRET****1. STATEMENT OF FUNCTIONS - MAIL & COURIER BRANCH**

The Mail and Courier Branch was established to provide for the receipt and dispatch, collection and distribution of all official mail, and to provide mail and courier service for the Agency. The branch is comprised of two sections, [REDACTED] The functional responsibilities are categorized as follows:

25X1

**a. Office of the Chief**

Mail Supervisor, Chief - Plan, organize, and direct a program  
 Mail Supervisor, Deputy Chief designed to provide the Agency with an effective Mail & Courier Service including the receipt, control, dispatch, collection and distribution of official mail. These functional responsibilities are accomplished with a force of 74 employees.

Clerk Typist - Office assistant to Chief, Mail & Courier Branch, serves as his office assistant, performing a variety of clerical and typing duties relating to the operations of the Branch.

**b. [REDACTED]**

25X1

Collects, transports, and delivers to any required destination, all types of security classified material.

(1) Mail Supervisor [REDACTED] Provides direct supervision and guidance to approximately 67 couriers and truck drivers. Plans and assigns work; develops trip schedules. Trains couriers in their duties and responsibilities; handles personnel problems, etc.

25X1

(2) Courier (Supervisor) - Assists Chief [REDACTED] in supervising and furnishing advice to a large staff of couriers and truck drivers. Plans, assigns, and reviews work of subordinates to assure that adequate work results are being attained; dispatches couriers on regularly scheduled and special trips; trains subordinate couriers in assigned duties and responsibilities, etc.

25X1

(3) Courier (Special Clearances) - To provide an efficient and secure courier service within and outside the Washington Metropolitan area for the pick-up and delivery of the more highly sensitive classified material, the handling of which requires additional security clearances, a firearms clearance, and courier authorization approval. Personnel are assigned to provide 24 hour courier coverage and are subject to call to duty at any hour.

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- (4) Courier (Regular GS-05) - To provide for the routine pick-up and delivery of official classified mail and other related material up to and including Top Secret and to provide special service as required to points within and outside the Agency. Provide instruction to Junior Couriers with respect to certain courier duties and responsibilities. May use sidearms.
- (5) Courier (Trainee) - Serves as a trainee courier for approximately six (6) weeks learning work assignments, schedules, mail contact points, security practices relative to the transmission of classified mail, etc. To provide regularly scheduled pick-up and delivery service between the Courier Post and established mail registries or mail contact points within designated CIA buildings. After completion of training period will perform duties similar to those assigned to GS-05 Courier level.
- (6) Courier (Detail Assignment) - Subject to the approval of the Deputy Director (Support), to provide courier service, as required, on a full time or temporary basis for a specific organizational element of CIA.
- (7) Truck Driver - Operates van trucks, panel delivery, etc. to transport mail and other articles throughout the Washington area. Performs loading and/or unloading of mail and related material.

c.

[REDACTED]

Receives, and controls when necessary, all official incoming Post Office mail, and processes and dispatches all mail destined for delivery through U. S. Post Office channels.

- (1) Mail Supervisor [REDACTED] Organizes and supervises the processing of Agency incoming and outgoing mail, and the receipt, review and determination of routing within the Agency of incoming intelligence data received from various governmental sources.
- (2) Mail Clerk - Performs a variety of duties associated with the processing of official Agency incoming and outgoing mail and related material.

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